

ADMINISTRATIVE - INTERNAL USE ONLY

DDA/REG  
LOGGED

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FY 1988 Quotas for IS-03 and IS-04 Positions

FROM: Hugh E. Price  
Director of Personnel

EXTENSION

NO.

OP-87-0965

DATE

SEP 15 1987

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for  
Administration / EXA  
7D18 Hqs

16 SEP 1987

9/16

Jm

Tasked to CMS  
for action.

9/16/87

2.  
ADDA

17 SEP 1987

LA

3.  
DOA

18 SEP 1987

W

4.  
DDA/Registry

5.

6.

7.

8.

9.

10.

11.

12.

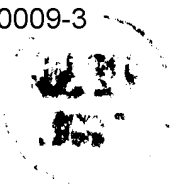
13.

14.

15.

STAT





MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Chairman, E Career Service

FROM: Hugh E. Price  
Director of Personnel

SUBJECT: FY 1988 Quotas for IS-03 and IS-04 Positions

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1. The Office of Personnel is now ready to review the FY 1988 submission of secretarial positions to be established at the IS-03 and IS-04 levels. A list of positions proposed for upgrade should be forwarded to Planning and Component Support Division, Job Enrichment Branch (PCSD/JEB) by 30 September 1987.

2. Each Directorate's quota for FY 1988 will be an additional 5 percent at the IS-03 level and 3 percent at the IS-04 level, making a combined FY 1987/1988 quota of 25 percent IS-03 and 13 percent IS-04 positions.

3. The FY 1988 positions should be identified as soon as possible and Position Descriptions (PDs) written to justify the requested levels. PDs should first be submitted to the Directorate Senior Personnel Officers who will maintain office equity and quotas. PCSD/JEB will then schedule consultations to validate all of the IS-04 positions, and a random sampling of the IS-03s requested. Those positions which were previously submitted should not be included again, unless an FY 1987 IS-03 position is to be upgraded to IS-04 in FY 1988.

4. Keeping in mind that the duties performed by the secretary now determines the level of the position, positions and incumbents should be carefully reviewed prior to submission.

5. Any questions regarding the FY 1988 quota and/or the enrichment process should be directed to your Senior Directorate Personnel Officer, or Jeff Willis, Secretarial Program Coordinator/PCSD on 

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Hugh E. Price

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SUBJECT: FY 1988 Quotas for IS-03 and IS-04 Positions

CAP/PCSD/JEB/ [REDACTED] (3 September 1987)

STAT

Distribution:

- Orig & 1 - DDA
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- Orig - DDO
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- Orig - Chairman, E Career Service
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- 2 - DD/CAP
- 3 - PCSD